

ILLEGIB

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27 March 1957

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Functions of Requirements Branch

*Revised
not sent to
3/27*

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1. As requested, I have reviewed the present functions of the Requirements Branch with [REDACTED] and members of his staff, for the purpose of determining what functions could be transferred to OCR and also to suggest possible reassignments of the other functions.

2. Schedule A outlines the main functions now being performed by the Requirements Branch and Schedule B indicates the suggested reassignments and comments regarding these suggestions.

[REDACTED]

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4. Regarding the various requirements' functions related to collateral activity, your Requirements Branch has been serving the Division offices by initiating requirements, drafting and rewriting requirements, performing research work for the analysts, coordinating requirements with other analysts in OCI and CIA, maintaining case folders and indexes, hand carrying advance copies of requirements to collectors and negotiating with them, and taking follow-up action on each case until completion.

5. The Liaison Division, OCR cannot perform the "think" job for analysts nor the detailed research in CIA and the coordination between analysts in OCI and CIA. The Liaison Division can continue to process properly approved requirements including coordination with collectors, maintenance of case folders and records, and the necessary follow-up action on each case.

6. It would appear therefore, that the "requirement" work in the collateral field now being performed by the Requirements Branch would for the most part be the responsibility of the OCI Divisions.

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Attachments:
Schedule A
Schedule B

[REDACTED]

[REDACTED]

Photostat cy of attachments

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